

# TROLLEYLIFT

## USER HANDBOOK

### **IMPORTANT**

Before using your Stannah Trolleylift, please ensure that you read and familiarise yourself with these instructions.

**Stannah**

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**For your records:**

Trolleylift Model:

Load capacity (kg):

Serial number:

Date into service:

**Note:**

Whilst every effort has been made to ensure the clarity and accuracy of this handbook, Stannah Microlifts cannot be held responsible for damage or injury resulting from negligence or misuse of the Trolleylift.

# INTRODUCTION

## Important – please read

### **Thank you and congratulations on purchasing a Stannah Trolleylift.**

Before using your Trolleylift, you should read this User Handbook **and ensure that all employees are thoroughly trained in both its safe operation and use.**

Your Trolleylift is a precision product manufactured to the highest quality standards and conforms with all British and European statutory requirements for goods lifts as shown on our 'Declaration of Conformity', which has been issued in accordance with the Supply of Machinery (Safety) Regulations (2008 No. 1597).

Your Trolleylift will give you many years of trouble-free operation provided that it is properly maintained and treated with respect. Points to ensure consistent satisfactory service are covered in this handbook. In the unlikely event of difficulty, please read the section on Troubleshooting on page 12 – it could save you the cost of an unnecessary service call.

A 'Lock Release' key will have been left by our installers in the Trolleylift motor compartment. It is for use by trained lift engineers only – **DO NOT** attempt to use it yourself.

We would remind you as the owner/user of this goods lift that you have certain legal obligations relating to Health & Safety. These are summarised as follows:

**1.** The Provision & Use of Work Equipment Regulations 1998 (PUWER) states "Every employer shall ensure that work equipment is maintained in an efficient state, in efficient working order and in good repair". We strongly recommend that you entrust this to our local Service Centre. It should be noted that to keep your guarantee valid (see page 13), the Trolleylift must be serviced within the first three months from handover and thereafter at three monthly intervals.

**2.** The PUWER regulations also state that "Every employer shall ensure that all persons who use work equipment have received adequate training for purposes of Health & Safety". It is therefore your responsibility to ensure that **anyone** who may need to use the lift **not only reads this User Handbook but also receives adequate training.**

**3.** The Lifting Operations & Lifting Equipment Regulations 1998 (LOLER) further require that lifting equipment is thoroughly examined by a competent person. For a Trolleylift this thorough examination is required every 12 months. Stannah can offer this examination for a small fee and would recommend more regular maintenance to keep your Trolleylift in tip-top condition.

**4.** The Health & Safety at Work Act 1974 and supporting regulations place a general obligation on both employees and persons in control of premises to provide safe access together with adequate lighting to enable the Stannah Service Engineer to work safely within the Trolleylift motor compartment.

**5.** You must ensure that the Trolleylift motor compartment is not used for purposes other than housing the Trolleylift equipment. Access to the motor compartment must be secure against unauthorised entry: a permanent warning notice has been supplied which must be affixed to the Trolleylift motor compartment door.

# TROLLEYLIFT OPERATION **LED**

## FOR TROLLEYLIFTS FITTED WITH **LED CONTROLS**

Trolleylift controls are located beside the landing doors on each floor that the lift serves. The controls are very simple; each control station contains individual call/send buttons for each floor served (with LED indicators). When the **white LED** is illuminated (Fig. 1) it indicates either the arrival of the lift OR that the lift is already positioned at that floor.

When illuminated, the **red LED** indicates that the lift is in use (Fig. 2). NOTE: For multiple floors ie 3, 4 or 5 floors, the control and LED system remain the same.

Fig. 1 shows the lift at floor 1, ready to be called or despatched (**white LED** illuminated).

Fig. 2 shows the lift is in transit between floors (**red LED** illuminated)

Fig. 3 shows the lift at floor G with the landing/car doors open (**white and red LEDs** illuminated)



Fig. 1



Fig. 2



Fig. 3

## IMPORTANT: CALLING AND DESPATCHING

Before the lift can be called or despatched, **all landing and internal car doors MUST BE closed properly**. The lift will not accept a call if the **red LED** is illuminated. If you have called the lift to your floor, on arrival the **white LED** will illuminate and a lift arrival buzzer will sound.

# TROLLEYLIFT OPERATION **PUSH BUTTON**

## FOR TROLLEYLIFTS FITTED WITH **PUSH BUTTON CONTROLS**

Trolleylift controls are located beside the landing doors (which can either be single hinged steel doors or concertina shutter gates, depending on specification) on each floor that the lift serves. The controls are very simple; each control station contains an individual button for each floor that the lift serves, **green** being the "call" button for the particular floor you are on and **white** buttons to send the lift to any of the other floors. The **red** indicator is a 'Lift in Use' light.

### CALLING

- If the **green button** is illuminated, the Trolleylift is at that floor ready to be loaded.
- If a **white button** is illuminated, this indicates that the lift is at another floor. If the **red light** is not illuminated, the Trolleylift can be called by pressing the **green button** (Fig. 4).
- The **red light** will come on to confirm that the Trolleylift is on its way (Fig. 5).
- On arrival the **green button** will illuminate and the **red light** will go out. The arrival buzzer will also sound. This shows the Trolleylift has arrived and is ready to be loaded (Fig. 6).
- When the landing door (or shutter gate) is opened, the **red light** will also illuminate to show users on other floor levels that the Trolleylift is in use (Fig. 7).
- If a **white button** is illuminated, this indicates that the lift is on another floor.
- If the **red light** is illuminated this indicates that the Trolleylift is not available because either the inner car gate (if fitted) or landing door is not properly closed.
- If the **red light** stays on, go to the floor indicated by the **white button** and close the landing door and/or the inner car gate (if fitted) to put the Trolleylift back into service.

### SENDING

- Before sending the lift to another floor ensure that the inner car gate (if fitted) is fully closed.
- Press the **white button** to send the lift to the desired floor (Fig 8).
- The **green light** will go out and the **red light** will come on to confirm that the Trolleylift is on its way.
- On arrival at the selected floor the **red light** will go out and the **green light** at that floor will illuminate.
- The Trolleylift arrival buzzer will also sound as the Trolleylift arrives.

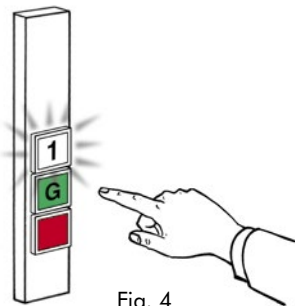


Fig. 4



Fig. 5



Fig. 6



Fig. 7

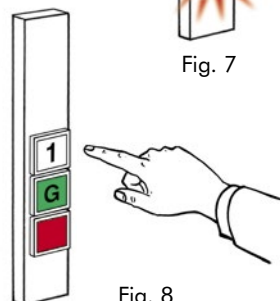


Fig. 8

# TROLLEYLIFT OPERATION

## LOADING

Open the landing door:

- Hinged door – open by pulling the handle.
- Concertina shutter gate – use the handle to slide open.

The **red LED** will illuminate to indicate to other users that the Trolleylift is in use.



Fig. 9



Fig. 10

Then open the inner car gate (if fitted) again using the handle to slide open.

When loading your Trolleylift you should ensure that:

- the back wall of the lift car (or rear inner car gate in through-cars) is NOT used as a buffer to stop trolleys or wheeled loads (Fig. 9).
- the load is secure and that items cannot move or topple over (Fig. 10).
- the load does not overhang the edge of the lift car (Fig. 11).
- the load does not exceed the carrying capacity of the Trolleylift – if in doubt, make another trip! (Fig. 12).
- when loading is complete, gently close the inner car gate (where fitted) and then close the landing door, ensuring it clicks shut (Fig. 13).
- when all the doors and gates are closed the **red LED** will go out and the lift is ready to be sent to the desired floor

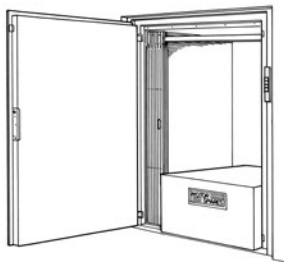


Fig. 11



Fig. 12

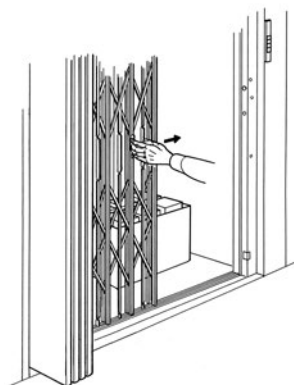


Fig. 13

**Note:** The **white LED** remains illuminated until the Trolleylift moves away from your floor (Fig. 14). (For push button control instructions, please see p5).



Fig. 14

**Please note that if either the inner car gate or the outer landing door is not correctly closed the red light will not go out and the lift will not operate.**

# TROLLEYLIFT OPERATION

## SENDING

- Before sending the lift to another floor ensure that the inner car gate (if fitted) is fully closed before closing the outer gate/door.
- Press the appropriate button to send the lift to the desired floor (Fig. 15). (For push button control instructions, please see p5).
- The **white LED** will go out and the **red LED** will come on to confirm that the Trolleylift is on its way.
- On arrival at the selected floor the **red LED** will go out and the **white LED** at that floor will illuminate.
- The lift arrival buzzer will also sound as the Trolleylift arrives.

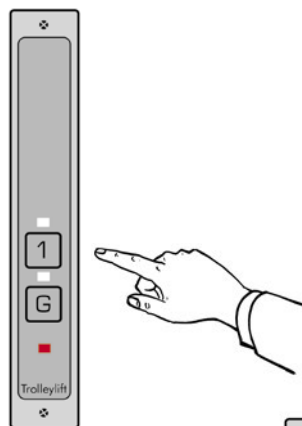


Fig. 15

## UNLOADING

- To unload the Trolleylift, open the landing door (or shutter gate) and the inner car gate (where fitted) (Fig. 16).
- The **red LED** will illuminate to indicate to other users that the Trolleylift is in use. (Fig. 17). (For push button control instructions, please see p5).
- The Trolleylift can now be unloaded.
- When you have finished unloading the Trolleylift please remember to gently close the inner car gate (where fitted), followed by the landing door (or shutter gate) to make sure the Trolleylift is available to other users (Fig. 18 & 19).
- The **red LED** will go out to confirm that the Trolleylift is again available for use.

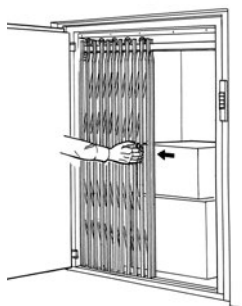


Fig. 16



Fig. 17

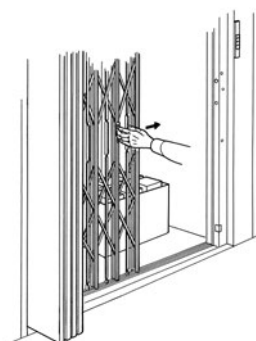


Fig. 18

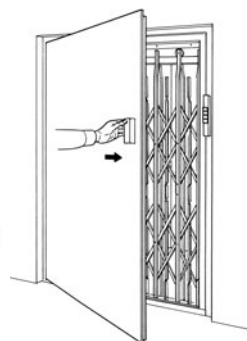


Fig. 19

# TROLLEYLIFT OPERATION

## DO'S AND DON'TS

**DO** make sure that the load is secure and not over-hanging any part of the Trolleylift car (Fig. 20).

**DO** close all landing doors and inner car gates (where fitted) after unloading (Fig. 21).

**DO** report any malfunctions immediately, having first referred to the Troubleshooting guide on page 12 (Fig. 22).

**DON'T** slam wheeled loads into the back wall or inner car gate of the lift car or use the back wall of the lift car as a buffer to stop trolleys or wheeled loads (Fig. 23).

**DON'T** try to prise the shutter gate (or landing door) open, as you will damage the door lock mechanism (Fig. 24).

**DON'T** overload the lift (Fig. 25).

**DON'T** try to enter or ride in the Trolleylift – it is for carrying goods only. Safety Regulations forbid travel by any persons in a GOODS ONLY LIFT (Fig. 26).

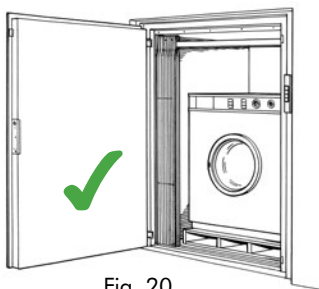


Fig. 20



Fig. 21



Fig. 22



Fig. 23



Fig. 24



Fig. 25



Fig. 26



# TROLLEYLIFT INTERCOM OPTION

The following information applies to Trolleylifts fitted with the intercom option.

## DESCRIPTION

The Trolleylift intercom option is designed to enable users on different floor levels served by the lift to communicate with each other.

Generally the intercom handset is positioned on the wall next to the Trolleylift landing entrance at each floor the lift serves. It comprises a wall mounted unit with one or more push buttons (depending on the model of the lift) and a handset (Fig. 27).

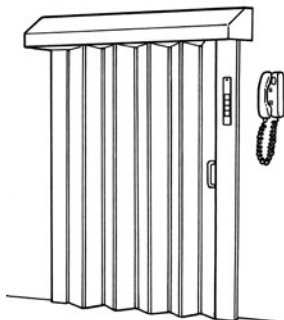


Fig. 27

## OPERATION

### To make a call – 2 floor Trolleylift

Lift the handset from the cradle and press the single button on the wall mounted unit (Fig. 28).

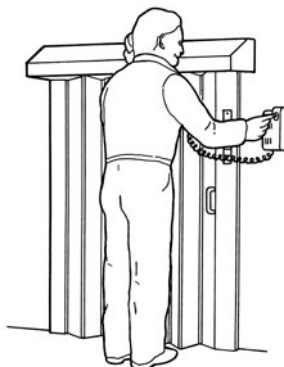


Fig. 28

### To make a call – 3 floor (or above) Trolleylift

Lift the handset from its cradle and press the button corresponding to the floor you wish to talk to (Fig. 28).

When the button is pressed an audible sound will be heard from the handset at the other floor. Push the button again if the intercom is not answered.

When the handset is answered at the other floor, simply talk to the other person as you would on a normal telephone (Fig. 29).

When you have completed your conversation replace the handset into the cradle (Fig. 30).

### To receive a call

If you hear the intercom ringing (Fig. 31)...

Pick up the handset and talk to the other person (Fig. 29).

When you have completed the conversation replace the handset into the cradle (Fig. 30).

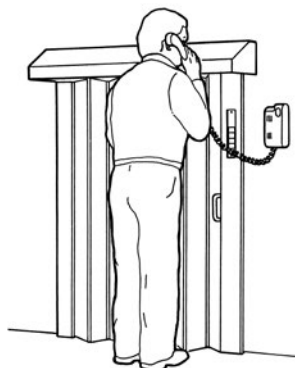


Fig. 29



Fig. 30



Fig. 31

# LOAD WEIGHING DEVICE OPTION

The following information applies to Trolleylifts fitted with a load weighing device.

## DESCRIPTION

If the Trolleylift has been overloaded (and if it is fitted with a load weighing device), the safety mechanism will automatically trip and stop the lift from operating (Fig. 32).

A continuous audible buzzer will sound from the Trolleylift control panel, indicating that the lift car has been overloaded (Fig. 33).

## RESETTING

To reset the load weighing device at least 50% of the items (or load) being carried in the lift car must first be removed (Fig. 34).

The audible buzzer will stop once the load weighing device has automatically reset itself.

If the audible buzzer continues to sound this indicates that more items must be removed from the lift car.

Once the buzzer has stopped sounding (indicating that the lift is now ready to use) SOME of the items can then be placed back in the lift car and the Trolleylift sent to the desired floor.

**Note:** If the buzzer sounds again, this indicates that the lift has been overloaded – more items will need to be removed in order for the load weighing device to reset itself.

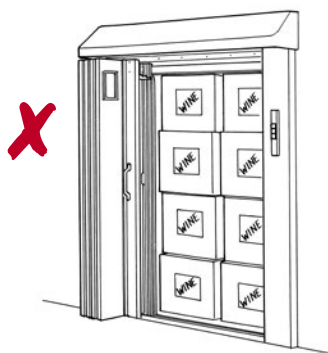


Fig. 32



Fig. 33



Fig. 34

# TROLLEYLIFT CARE

The following procedures carried out regularly will help to keep your Trolleylift in first class condition:

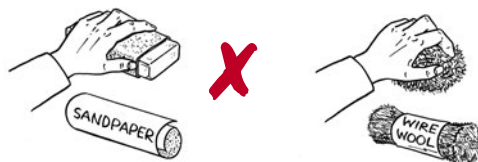
## CLEANING

Any stainless steel components should be cleaned with a soft cloth, using a light oil (e.g. baby oil) and then wiped off with a dry, lint-free cloth.

All other surfaces should be cleaned with a soft cloth and detergent – avoid using excessive amounts of water in the lift car or on the landing doors.

Never use abrasives for cleaning any of the surfaces on your Trolleylift.

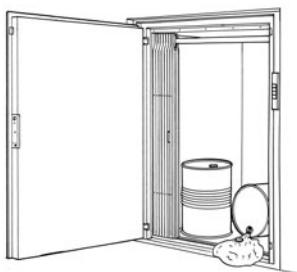
The lift car should be cleaned when the lift is positioned at the lowest floor level.



## SPILLAGES

Make sure you mop up and wipe dry any liquid spillages **immediately**.

In the event of a major spillage overflowing into the Trolleylift car, contact our Service branch. You will need a Lift Service Engineer to provide you with access to the Trolleylift pit to enable you to clean up the spillage.



## MOTOR COMPARTMENT

Keep the Trolleylift motor compartment locked at all times to prevent unauthorised access.

**DO NOT** use the motor compartment for any purpose other than the operation of the Trolleylift. The motor compartment should only be accessed by a trained lift engineer.



# TROUBLESHOOTING

Check this list before contacting your local Stannah Service Branch – it could save you time and the cost of an unnecessary service call.

Problem	Cause	Cure
Lift does not operate and <b>red LED/indicator light</b> remains on	Inner car gate and/or landing door/shutter gate left open	Check all landing doors, shutter gates and inner car gates are properly closed on all floor levels
	Lift stopped below serving level due to overloading	Call Stannah Service Branch
	Over travel timer tripped due to goods falling from the lift car and causing the lift to jam	Call Stannah Service Branch
No LEDs/indicator lights on and lift will not operate on push buttons	Power off	Switch power on
	Overload tripped	Call Stannah Service Branch
	Fuse in isolator blown	Replace 15 Amp fuse(s) in isolator if necessary
	Fuse E1 in controller blown	Call Stannah Service Branch
Lift operates but indicator lights are not illuminated	Indicator bulbs blown*	Call Stannah Service Branch
Lift does not stop at serving level	Lift over travelled	Call Stannah Service Branch
	Lift car or balance weight tight in guides	Call Stannah Service Branch
Motor rotates but lift car remains stationary	Goods fallen from the lift car causing the lift to jam	Call Stannah Service Branch

\* A blown indicator bulb will not affect the operation of the lift. Please be aware that you will incur a charge if you call out the Stannah Service Branch to replace blown indicator bulbs between service visits. The indicator bulbs will normally be replaced as a matter of routine at the next maintenance/ service visit – check with your Service Branch to find out when your next visit is due.

# GUARANTEE

## YOUR STANNAH GUARANTEE

Stannah Microlifts Ltd are pleased to guarantee our materials and workmanship, and provide a maintenance and breakdown service, supplied by our sister company Stannah Lift Services, for a period of 12 months from completion of installation and handover of the lift, as follows:

- We will provide regular planned maintenance visits at the frequency agreed in the contract, subject to suitable access to the lift within normal working hours.
- We will provide a full breakdown service within normal working hours, unless caused by misuse, abuse, accidental damage or other matters outside of our control, in which case it will be chargeable. Normal working hours are Monday to Thursday 8.00am to 4.45pm, Friday 8.00am to 3.45pm. Evening and weekend breakdowns will be charged at a premium rate, unless included within the contract.
- Should any defect in workmanship or material become evident within such period or in any part delivered under this contract, we undertake to repair or replace the defective part, as soon as possible during normal working hours.
- Our Guarantee does not cover repairs, replacements or adjustment which may be required as a result of ordinary wear and tear, wilful or accidental damage, misuse, neglect or any other cause beyond our control.
- Lifts must be regularly serviced by a technically competent Lift Engineer.
- The address and telephone number of your nearest Service Branch is on the lift and a full list of all service branches is on our website.

## YOUR WARRANTY PROMISE

The Warranty Promise is subject to the following conditions:

- The lift has been formally handed over and the 'Completion Notice' is signed.
- All outstanding monies have been paid to us.
- No other lift company has worked on the lift, e.g. carrying out a maintenance visit, attending a breakdown or attempting a repair.
- Stannah are not prevented from carrying out planned maintenance for any reason outside of our control, including but not limited to, the safety of our employees engaged in activities under this warranty.
- The lift well and machine room or machine space must be freely accessible, free from damp, properly ventilated and maintained in line with any requirements detailed within the user manual.

Stannah reserve the right to change the terms of any warranty provided subject to any such change being notified to the beneficiary in writing.

# Stannah

# NOTES



## NOTE

Whilst every effort has been used to ensure the clarity and accuracy of this Handbook, we cannot be held responsible for damage or injury resulting from negligence or misuse of this lift equipment.

We are continually developing and improving the Trolleylift range and we therefore reserve the right to alter or amend the specification without prior notice.



## Stannah Microlifts

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# Stannah